

Resizing Images

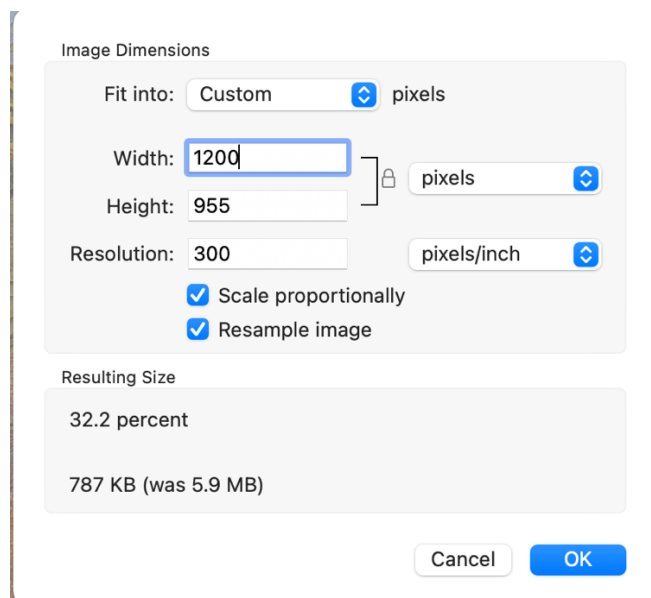
A short document on resizing images using the most popular computer systems: Mac and Windows.

How to resize an image on Windows using the Photos app

1. Double-click the image file you want to resize to open it in **Photos**.
2. Once it's opened, click the three dots in the top-right corner, then click "Resize."
3. A small pop-up will appear, offering you three preset sizes for the picture.

How to resize an image on the Mac using Preview

1. Get the free app, **Preview**.
2. Download photo to desktop file folder of your choice
3. Open in Preview
4. Go to Tools (in the banner across the top)
5. In the tools' drop down select 'Adjust Size'
6. Keep the 'Scale proportionally' box checked
7. Change resolution to 300 pixels/inch
8. Change the longer side's pixel length to 1200 (or larger if wish but keeping the file size less than 5 MB).
9. Hit ok



Note: a discussion of the Resample image option is beyond the scope of this document.

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June 3, 2021